Registration to Single Sign-On and Subscription to File Transfer Application.

Step 1: Registration to Single Sign-On (SSO)
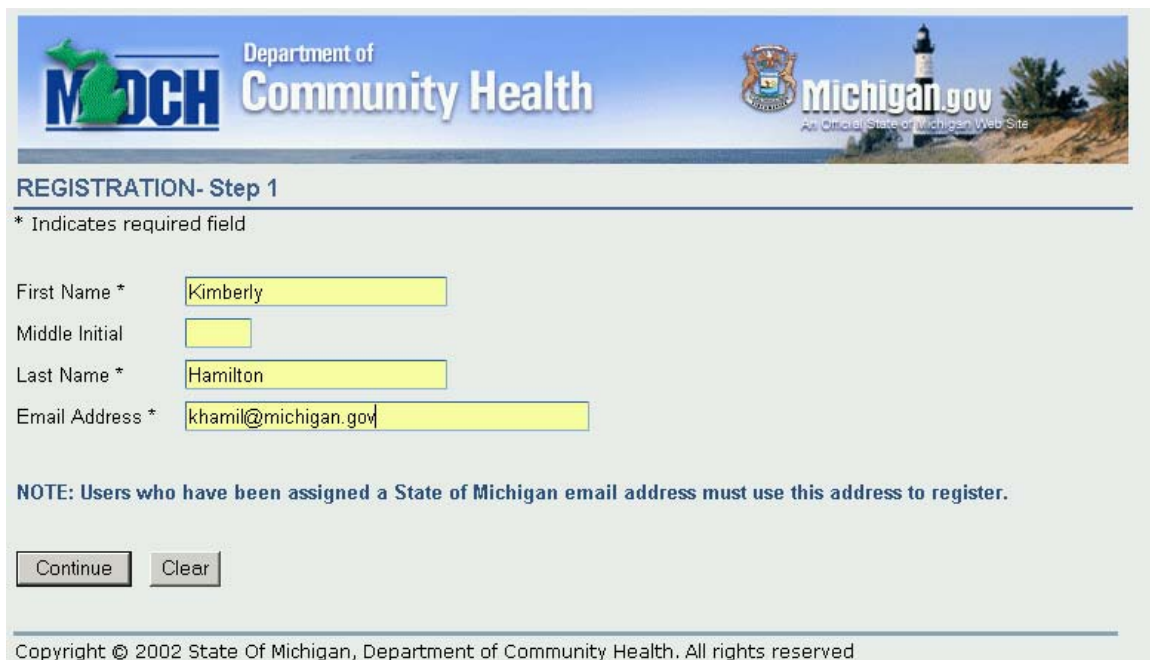Skip this section if you've already registered for a SSO account.

Open your web browser (Internet Explorer) and copy this url https://sso.state.mi.us/   in the address.

Select the Register* button from the State of Michigan Portal Page. Users must register for a SSO userID before they can subscribe to applications.

Complete the requested information (some items are required *) and click on the Continue button. The Single Sign-On (SSO) system determines if the user is a State of Michigan (SOM) employee or an external (Internet) user by the email address used for registration. SOM employees must use their @michigan.gov email address.

USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name	: Kimberly
Initial	:
Last Name	: Hamilton
Email Address	: khamil@michigan.gov
Your User Id will be	: khamil

Back   Submit

State of Michigan employees will receive their conformation screen, click on Submit and you've completed the registration process.

Non State of Michigan employees must create a unique userID.

REGISTRATION- Step 1

* Indicates required field
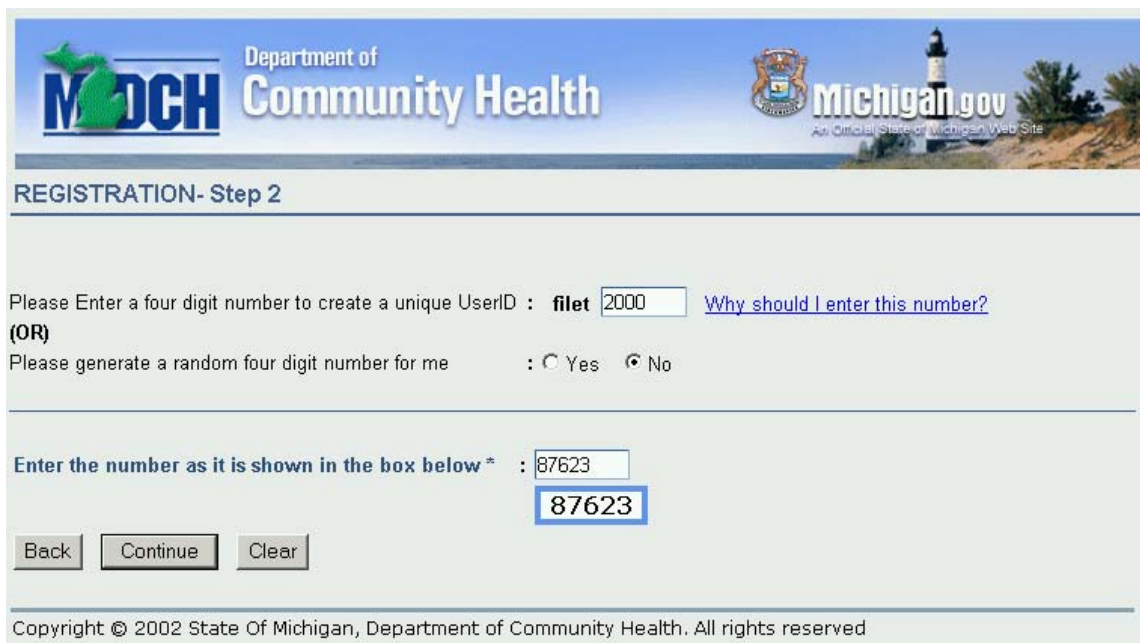
First Name *	Test
Middle Initial	
Last Name *	File
Email Address *	snravipati@gmail.com

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

Continue   Clear

Once the required fields are completed please click on the Continue Button.
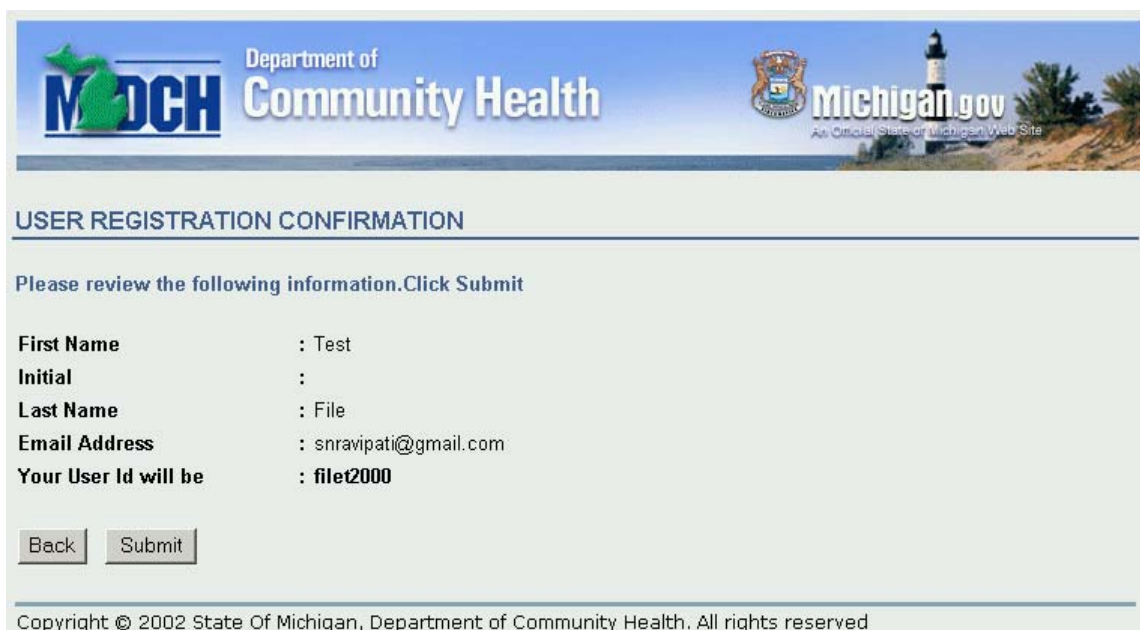
Note: State of Michigan employees will not see this screen.

They can add a four-digit number to their userID or the system can create one for them. The number presented in the blue outlined box on the bottom of the form is to protect our system from being flooded with userID requests.

Users must type this number in the white box directly above. Users can click on the Continue button. The user is then presented with a confirmation page. The data entered by the new user is displayed for review before the data is submitted to the SSO system. If corrections are needed the user can select the Back button. If the information is correct, the user selects the Submit Button.

This completes the registration. The user will receive a Email with the Userid and a temporary password.

Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with a web site to get your password.

Close

New Account Information from IBM Tivoli Identity Manager Inbox

☆ SSO_TESTAdministrator@michigan.gov   More options 9:13am (2 minutes ago)

ITIM notification

Click here to goto SSO Login Page

The following new ITAM Service [TAMProfile] account has been created for you:

Owner Name: Test File
Account ID: filet2000
Password: RiLxb
Time of service provision: Mar 10, 2005 09:13:10 EST

Click here to goto SSO Login Page

Once the email is received login to SSO

The temporary password will expire and user will be prompted to change the password.

User filet2000's password has expired

Input old password   : *****
Input new password   : *******
Confirm new password   : *******

NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.

Change Password

Once the fields have been completed, Click on Change Password.

Users will be presented with the Challenge/Response Answers screen. Please answer the four questions (and confirm these answers). This will allow users to reset their passwords (if you forget) in the future by answering these questions.

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

What is your mothers maiden name?

Answer: ********   Confirm Answer: ********

What are the last four (4) digits of your social security number?

Answer: ********   Confirm Answer: ********
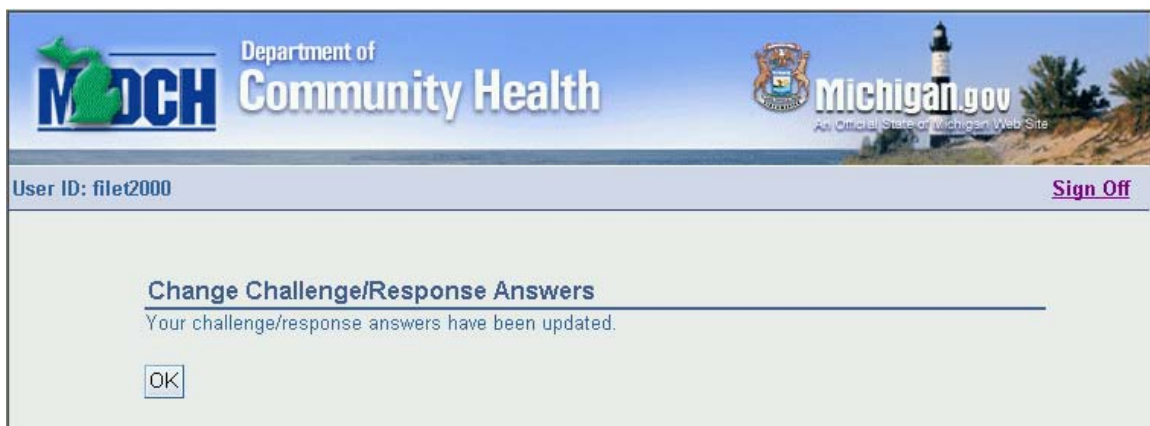
What is the name of the city in which you were born?

Answer: ********   Confirm Answer: ********

What is your fathers middle name?

Answer: ********   Confirm Answer: ********

OK   Cancel

Once the fields have been completed, Click Ok

MDCH Department of **Community Health**   Michigan.gov
An Official State of Michigan Web Site
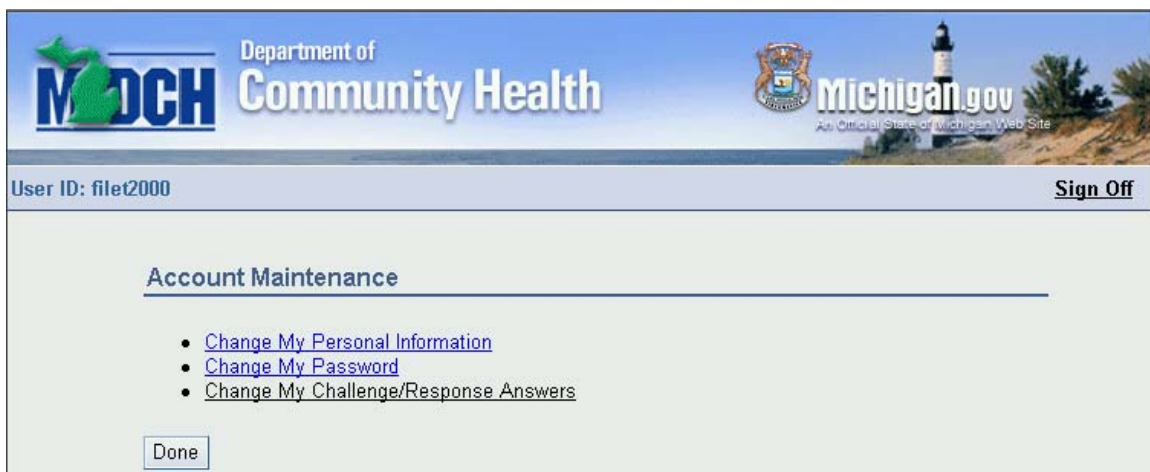
User ID: filet2000   Sign Off

Change Challenge/Response Answers

Your challenge/response answers have been updated.

OK

Click OK

MDCH Department of **Community Health**   Michigan.gov
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User ID: filet2000   Sign Off

Account Maintenance

- Change My Personal Information
- Change My Password
- Change My Challenge/Response Answers

Done

Click Done

You will be returned to the SOM-DCH Application Portal Page

The File Transfer application is not available at this time.

Step 2: Subscription to Single Sign-On (SSO)

Click on Subscribe to Applications Link

Select DCH- File Transfer and click continue

Enter Phone and click Continue

Click Submit

Next time login to SSO , the DCH- File Transfer Application will be available

SOM-DCH Application Portal

WELCOME Test File,

You are currently subscribed to the following applications:

- DCH File Transfer

Subscribe to Applications   Add new Roles to Existing Subscription
Account Maintenance   Sign Off

This Completes Subscription to application thru Single Sign On.